

OKARNG ACTIVE GUARD/RESERVE (AGR) OCCASIONAL TOUR VACANCY ANNOUNCEMENT: OT 14-03

MUST BE OR BE ELIGIBLE TO BECOME A MEMBER OF THE OKLAHOMA ARMY NATIONAL GUARD

Administrative NCO

OPEN DATE: 1 August 2014

CLOSING DATE: 31 August 2014

UNITS/ LOCATIONS: 145 Army Band, Troop Command, Oklahoma City, OK 73111.

MAXIMUM MILITARY GRADE AVAILABLE: SGT/E-5

MILITARY POSITION: Senior Instrumentalist

FTMD POSITION: Administrative NCO

APTITUDE SCORE: NA (Audition Requirement)

DAOC/DMOS: 42R20

MINIMUM GRADE AUTH: SGT/E-5

MTOE P/L: TBD

FTMD P/L: 2142-002

OPEN TO FEMALES: YES

BRIEF DESCRIPTION OF DAILY DUTIES: Responsible for all personnel actions and readiness for unit members. Processes pay, manages school enrollments, and manning rosters. Management and data input to include Digital Training Management System, AFCOS orders, and travel orders in Defense Travel System. Manage the readiness and program budgets. Coordinate with outside civilian agencies and commands to include public affairs. Maintain performance calendar, schedule personnel for performances, and manage support programs. Manage the Yearly training calendar. Coordinate and manage the physical security program and personnel personal security program. Program and coordinate ammunition requests through HHD/90th Troop Command supply NCO. Ensure unit is ready for a variety of unit inspections from brigade, Joint Force Headquarters-OK, and National Guard Bureau.

APPLICANTS WILL POSSESS THE FOLLOWING ATTRIBUTES: Prefer that applicants have completed the structured self development courses for required grade and NCOES. Must possess a working knowledge of military programs and systems. A focus on customer service, effective communication skills, and the ability to organize and manage varied workload is key. Must possess the ability to prioritize workload, work effectively and efficiently without constant supervision and a general knowledge of federal and states processes. Must possess a basic knowledge of unit level actions in supply, admin, and readiness. Strong oral and written skills are essential. **Service members in the grades E6 or E7 may apply but must be willing to take an administrative reduction to E5 upon selection.**

ELIGIBILITY CRITERIA AND APPLICATION INSTRUCTIONS

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

1. **Armed Services Vocational Aptitude Battery (ASVAB):** Must meet the MOS prerequisites IAW DA Pam 611-21
2. Must meet minimum PULHES Profile and assignment criteria as outlined in DA Pam 611-21. **42R (222222)**
3. Be able to perform in a job with physical requirements IAW DA Pam 611-21 for individual MOS.
4. Must possess a High School Diploma or GED with (15 credit hours at a college or university)

SPECIAL INSTRUCTIONS:

1. Individuals may withdraw packet at anytime while this announcement is open.
2. **CURRENT AGR Soldiers MUST:**
 - a. Be already qualified in their current military duty position (as of the closing date of this announcement) before they are eligible to apply.
 - b. Have the potential to become qualified in the required MOS within 90 days after reassignment.
 - c. Not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.
 - d. Must have final or interim Secret Security Clearance.

OKARNG ACTIVE GUARD/RESERVE (AGR) OCCASIONAL TOUR VACANCY ANNOUNCEMENT: OT14-03 ADMINISTRATIVE NCO

ELIGIBILITY CRITERIA AND APPLICATION INSTRUCTIONS:

1. **CURRENT AGR SOLDIERS:** The following forms and documents must be submitted by all applicants, (NGB Form 34-1 available online at http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm).
 - Signed **NGB Form 34-1** (OCT 2002) Application for Active Guard/Reserve (AGR) Position.
 - **Enlisted Records Brief (ERB)** which may be obtained from your unit clerk utilizing RCAS. **Must include ASVAB scores.**
2. **Non-AGR SOLDIERS:** The following forms and documents must be submitted by all applicants, (NGB Form 34-1 available online at http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm). All other forms and documents are available from the ARNG member's unit of assignment/attachment. Eligibility criteria for initial entry into the ARNG AGR Program is contained in AR 135-18.
 - Signed **NGB Form 34-1** (OCT 2002) Application for Active Guard/Reserve (AGR) Position.
 - **Enlisted Records Brief (ERB)** which may be obtained from your unit clerk utilizing RCAS. **Must include ASVAB scores.**
 - **Medical Operational Data System (MODS) – Individual Medical Readiness Record** may be obtained from your unit clerk or NGOK-MPD-MED, or current **Periodic Health Assessment (PHA conducted within 12 months)**.
 - **DA Form 3349** (Physical Profile) if applicable. (No temporary profiles except pertaining to pregnancy)
 - **OKARNG Form 113** (DEC 2001) (Commanders Certification of Current Weight) executed **within 30 days of the closing date** of this announcement (with DA Form 5500-R/5501-R if required). Must be certified by an officer in Soldier's chain of command.
 - **DA Form 705** (APFT Score Card) current within **6 months** of closing date of announcement. HT/WT must be annotated on the DA 705 OR provide documentation IAW AR 600-9 as to record HT WT completed within the authorized time of the record APFT.
 - Latest five **NCOERs** as applicable. A letter of recommendation or performance evaluation, signed by applicant's Unit Commander, must be submitted on Soldiers not requiring an NCOER.
 - **DD Form 214** (Certificate of Release or Discharge from Active Duty) for all periods of Active Duty. Forms must include RE Code, Separation Code, and Reason for Separation/Discharge.
 - Must have final or interim **Secret Security Clearance**.
 - **Statements supporting periods of all service performed.** Any of the following documents may be used:
 - **NGB Form 23** (Retirement Credits Record)
 - **NGB Form 23B** (RPAS Statement)
 - **DD Form 1506** (Statement of Service)

NOTE: Applications considered by an AGR Selection Board will not be returned to applicant. Incomplete application packets will not be considered.

NON-AGR APPLICANT INFORMATION NOTICE: Individuals that are not already in an AGR status at time of application submission will fall under AGR Occasional Tour guidelines. This means that: "Upon completion of tour, selected traditional Officer/Warrant/Enlisted personnel will return to prior service status at one year."

WHERE TO APPLY: Application packets may be emailed to SFC Genese Cook at genese.a.cook.mil@mail.mil AND/OR SSG Jenna Hudgins at jenna.m.hudgins.mil@mail.mil.

ELIGIBILITY CRITERIA FOR AWARD OF AREA OF CONCENTRATION (AOC) OR MILITARY OCCUPATIONAL SPECIALTY (MOS): For specific requirements see DA Pam 611-21.

PAY AND ALLOWANCES/MAJOR BENEFITS: AGR personnel receive base pay, subsistence (BAS), quarter's allowance (BAH), Variable Housing Allowance (VHA), applicable uniform allowances, full medical care in military facilities, and partial medical care and TRICARE benefits for dependents. Retirement eligibility after 20 years of active service.

ADDITIONAL INFORMATION: Restoration rights for federal employees accepting AGR tours will be in accordance with applicable federal personnel regulations. Personnel in a bonus program should refer to applicable FY SRIP to determine if continuation in SRIP is permitted prior to entry on AGR status. AGR personnel are subject to the Oklahoma Code of Military Justice (OCMJ). AGR personnel are protected by Title VI, Civil Rights Act of 1964.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

DISTRIBUTION: E